

Twickenham - Interim BID Manager

Job title: Interim BID Manager

Salary: Competitive, based upon experience

Term: Interim period to end December 2018

Hours: Full time (5-days a week). Part-time considered

Job Duties and Responsibilities:

1. Oversee the Business Improvement District (BID) through its renewal period and final full year of operation
2. Deliver remaining initiatives and services as set out in the BID Business Plan
3. Prepare reports and briefing papers for the BID Board and make recommendations accordingly
4. Manage the BID budget and contracts and commitments
5. Continuously review all contracts and programmes of work, ensuring projects and services are delivered on time and on budget
6. Be the main Company point of contact for all BID businesses
7. Develop effective working relationships with a variety of external agencies, private sector partners, stakeholders, press and media etc.
8. Measure and monitor performance of the BID Company
9. Oversee governance arrangements on behalf of the Board
10. Management of supporting BID team

Closing date for applications- 12 noon on Monday 19th February 2018

All applications to be emailed to recruitment@centralmanagementltd.com